

**Please return your completed form to:**  
 Development Office  
 Clare Hall  
 Herschel Road  
 Cambridge  
 CB3 9AL



T: +44 (0)1223 332 368  
 E: [development@clarehall.cam.ac.uk](mailto:development@clarehall.cam.ac.uk)  
 W: [www.clarehall.cam.ac.uk](http://www.clarehall.cam.ac.uk)

<b>Your Details</b>	Name: _____ Address: _____ _____ Postcode: _____ E-mail: _____ Home Phone: _____ Mobile: _____ <input type="checkbox"/> I would like my donation to remain anonymous
<b>Gift Aid Declaration</b>	<p>If you are a UK taxpayer, every £1 you give with Gift Aid is worth £1.25 to the College, at no extra cost to you. All you need to do is sign the declaration below. If you are a higher rate taxpayer, you can also claim tax relief in you Self Assessment tax return.</p> <p><i>I am a UK taxpayer and would like Clare Hall to treat all donations I make from the date of this declaration until I notify the College otherwise as Gift Aid donations. I note that I must be paying an amount of Income and/or Capital Gains Tax at least equal to the amount that the College will reclaim on my donation(s) in the relevant tax year (currently 25p for every £1 donated).</i></p> Signature: _____ Date: _____
<b>Allocation</b>	I would like my gift to be used for: <input type="checkbox"/> Intimate Engagements Music Series <input type="checkbox"/> General Support <input type="checkbox"/> _____
<b>Single Donations</b>	I would like to make a gift of: <input type="checkbox"/> £50 <input type="checkbox"/> £100 <input type="checkbox"/> £250 <input type="checkbox"/> £500 <input type="checkbox"/> £1000 <input type="checkbox"/> Other £ _____ Any gift can make a real difference, regardless of its size. <input type="checkbox"/> I enclose a cheque /CAF cheque made payable to Clare Hall <input type="checkbox"/> I wish to pay by credit/debit card, and authorise you to debit the amount stated above from my: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Delta <input type="checkbox"/> Switch (Issue No. _____) Card number: _____ Expiry Date: _____ Name as it appears on the card: _____ Security number: _____ Signature: _____ Date: _____
<b>Regular Donation</b> <b>UK bank accounts only</b>	I would like to make of gift of £ _____ per month / quarter / year (delete as appropriate), starting on the 1st / 16th of _____ (month) _____ (year) for a period of _____ years (please specify how long you would like your gift to run for).  Please complete the attached Direct Debit Instructions.

**Gift Aid Notes:**

- You can cancel your declaration at any time by notifying the Development Office.
- If your circumstances change and you no longer pay the required amount of tax, you must cancel your declaration.
- Please notify the Development Office of any changes to your name and/or address while your declaration is active.



CLARE HALL CAMBRIDGE

## Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Clare Hall  
Herschel Road  
Cambridge  
CB3 9AL

Name(s) of account holder(s)

\_\_\_\_\_  
\_\_\_\_\_

Bank/building society account number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

FOR CLARE HALL OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Name:  
Address:

Postcode:  
Email:

I would like to set up a Direct Debit of:  
£\_\_\_\_\_ each month/quarter/year

Please debit my Bank/Building Society account on 1 / 16

**Instruction to your bank or building society**

Please pay Clare Hall Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Clare Hall and, if so, details will be passed electronically to my bank/building society.

Signature(s)

\_\_\_\_\_

Date

\_\_\_\_\_

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

This guarantee should be detached and retained by the payer.



## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Clare Hall will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Clare Hall to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Clare Hall or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Clare Hall asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.